

July 16, 2026

The Mina Town Board met on the above date for a Special Meeting. Supervisor Brumagin called the meeting to order at 7:00 p.m. The following members and guests were in attendance:

Present: Rebecca Brumagin..... Supervisor
Dick Cooper..... Councilman
Brian Sullivan..... Councilman
Jeff Tornstrom..... Councilman
Dick Watrous..... Councilman

Attended by: Amy Barney, Tim Barney, Alvin Kopta (Highway Superintendent), Jeff Park (FLVFD), Sherri Schenk

Legal Notice: Town Clerk Park read the Legal Notice for the Special Meeting.

Supervisor Brumagin officially welcomed Councilman Tornstrom to the Town Board.

Public Comment re: Agenda Items (Citizens Present and not Present): None.

Garbage Collection Services Recommendations:

- Councilman Tornstrom recused himself from the discussion and vote.
- Six providers expressed an interest in being considered for the Town of Mina Garbage Collection Services.
- Members of the Town Board agreed that moving the garbage service off town property would reduce the Town's potential liability.
- Councilman Cooper made a motion to accept the proposal made by Jack's Repair Shop to continue picking up garbage for the Town of Mina (Community Center dumpster, Highway Building and garbage receptacles located downtown) as well as relocating the garbage drop off area for the general public to a designated location at Jack's Repair Shop on Bailey Hill Road. The motion was seconded by Councilman Watrous. Motion carried with Councilman Tornstrom abstaining.

Highway Building / Fire Station Project Phases / Timeline:

- The Four Phases
 - Phase I - Highway Building Construction
 - Phase II – Installation of New Fuel Station with Security Functions
 - Phase III – Fire Station – Renovation of Existing Highway Building
 - Phase IV – Construct New Salt Shed
- Clearing and prepping the grounds will begin in the next few weeks.
 - The Metal Storage Building with a dirt floor will be removed. The building and any unnecessary equipment stored there will be listed on an approved auction site. Any equipment or parts to be retained will be moved to the building at Gateway Park. Two old brine tanks will be listed on the auction site after any residual oil is disposed of properly.
- If the site work progresses as planned, the footer for the new Highway Building could be set this coming fall.

Community Center Roof Replacement:

- The entryway canopy will be moved to the south entrance (Library entrance) on Friday evening July 17th.
- Councilman Cooper reported that Eastern States provided him with a rough estimate of \$12 per square foot. That would equate to full roof replacement costs of about \$225,000.
- Councilman Cooper will contact an engineer to review the details of the project and Supervisor Brumagin will assess the fund balance to determine feasibility of the project.

Status of Klondyke Road Abandonment:

- The Town of Mina closed Klondyke Road in 1997, and no maintenance has been performed on that section since. Two property owners would be affected by the abandonment process. No action is being taken at this time as the Highway Superintendent doesn't think that one of the property owners would be in favor of the abandonment.

DEC Grant Application:

- The CFA (Consolidated Funding Application) for WQIP (Water Quality Improvement Project) Funds is due by July 31st. Supervisor Brumagin made a motion, seconded by Councilman Cooper to spend \$5,000 for Barton & Loguidice to assess the condition of the School Street outlet and the Shadyside Road inlet culverts and to adopt the following resolution.

**Resolution to Submit Application for NYS Department of
Environmental Conservation 2026 WQIP (Water Quality Improvement Project) Funds
#13-26**

WHEREAS, New York State has recently announced Consolidated Funding Grants for 2026 including Department of Environmental Conservation (DEC) Water Quality Improvement Project (WQIP) grants including the Non-Agricultural Non-Point Source Abatement & Control category specific to Stream Culvert & Repair Replacement Projects; and

WHEREAS, the New York State DEC WQIP program is a competitive, statewide reimbursement grant open to local governments and not-for-profit corporations to implement projects that directly improve water quality or habitat, promote flood risk reduction, restoration, and enhanced flood and climate resiliency, or protect a drinking water source; and

WHEREAS, at least \$75 million of funding is available state-wide for the 2026 WQIP grant program; and

WHEREAS, the Town of Mina Highway Superintendent has identified Town of Mina roads in the Findley Lake and French Creek watersheds that have culverts that are in need of replacement and fit the criteria for the WQIP program; and

WHEREAS, the culvert on Shadyside Road at the inlet of Findley Lake flows into a NYS DEC designated impaired waterbody with a Total Maximum Daily Load (TMDL) for phosphorus; and

WHEREAS, the culvert on School Street at the outlet of Findley Lake flows into the West Branch of French Creek, the most ecologically diverse stream in the North Eastern United States with a number of mussels and darters Federally designated as endangered; and

WHEREAS, the West Branch of French Creek originating at the northern end of Findley Lake is also a flood risk to Federal Interstate 86 located approximately one-mile due south of the lake, and

WHEREAS, Barton & Loguidice, Inc., as part of a NYS DEC Nonpoint Source Grant issued a Final Report dated September 19, 2025 that provided data on the structural conditions of 85 of 90 culverts located within the contributing drainage area to Findley Lake including the Shadyside Road culvert at the inlet of Findley Lake; and

WHEREAS, the Shadyside Road corrugated culvert at the inlet of Findley Lake was determined to be in poor condition; and

WHEREAS, Barton & Loguidice, Inc. is willing to evaluate the condition of the School Street culvert at the outflow of Findley Lake; and

WHEREAS, Barton & Loguidice, Inc. is willing to prepare a preliminary engineering report including rating each of the two culvert replacement projects as well as assess how they would each score for the submission of a WQIP grant application, and

WHEREAS, the Town of Mina does not have adequate resources to replace the culverts without financial assistance, and

WHEREAS, the Town of Mina requires the assistance of an engineering firm to assist with the submission of a WQIP application, and

WHEREAS, Consolidated Funding Applications for the NYS DEC WQIP program funding will be accepted through July 31, 2026; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Mina hereby approves the submission of a NYS DEC Water Quality Improvement Project application for the replacement of the culvert on Shadyside Road at the inlet to Findley Lake and/or the replacement of the culvert on School Street at the headwaters of the West Branch of French Creek both located in the Town of Mina.

BE IT ALSO RESOLVED, that the Town Board of the Town of Mina hereby approves the engagement of Barton & Loguidice, Inc. as consultants to prepare a preliminary engineering report and the NYS DEC culvert replacement WQIP funding application(s) at a total amount not to exceed \$5,000.

Roll Call Vote: Supervisor Brumagin – Aye, Councilman Cooper – Aye, Councilman Tornstrom – Aye, Councilman Sullivan – Aye, Councilman Watrous – Aye

Cemetery Software:

- Town Clerk Park presented an overview of Cemify, a cloud-based cemetery management software program. She will investigate other software options and bring the information before the Board at a future meeting.

Community Center Cafeteria:

- Supervisor Brumagin suggested purchasing one or two air conditioners for use in the cafeteria. A 50,000 BTU unit would cost about \$500.

Findley Lake Watershed Foundation Annual Meeting:

- Town Clerk Park will attend the first hour of the Watershed Foundation's annual meeting to be available to notarize sewer easements. Supervisor Brumagin prepared a two-page summary of recent community projects and grant submissions to distribute to attendees.

Young at Heart Conference Room:

- Councilman Sullivan made a motion, seconded by Councilman Cooper, to add the Young at Heart Conference Room to the list of available spaces for rent within the Community Center. The fee of \$75 was agreed upon. Motion carried unanimously.

Zoning Board of Appeals:

- Motion was made by Councilman Sullivan and seconded by Councilman Watrous to appoint Travis Anderson to a term ending December 31, 2030, on the Zoning Board of Appeals. This is to fill the vacancy created by John Shifler's retirement. Motion carried unanimously.

Public Comment (Citizens Present & Citizens Not Present):

- Jeff Park asked if the Fire Department would be able to add dry hydrants at the two proposed culvert locations. Highway Superintendent Kopta stated that would be something that could be investigated once the projects are confirmed.
- Sherri Schenk asked about the new name for the water treatment plant property and Supervisor Brumagin stated Gateway Park had been chosen as the new name at the July 9th Regular Meeting.
- Sherri also mentioned she had a conversation with the NYS DOT Resident Engineer concerning sidewalks and drainage areas downtown. He stated sidewalks are the municipality's responsibility, but drainage could be a NY State issue. Projects must be ranked and on the state's 5 Year Plan. Supervisor Brumagin stated that the Town of Mina is not responsible for sidewalks. Sherri will provide email and phone contact for the engineer to Highway Superintendent Kopta.

Executive Session re: Proposed Acquisition, Sale or Lease of Real Property:

- Motion was made by Councilman Watrous and seconded by Councilman Cooper to enter into Executive Session at 8:53 pm. Motion carried.
- Motion was made by Councilman Sullivan and seconded by Councilman Cooper to return to Regular Session at 9:05 pm.

Other Business / Actions:

- The next Regular Meeting is scheduled for August 13th, 2026, at 7 pm.

Adjournment:

- As there was no further business to come before the Board, motion was made by Councilman Tornstrom to adjourn the meeting at 9:10 pm.

Respectfully submitted,

Marcellanne Park
Town Clerk

DRAFT